DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-145

Page 1 of 3

Agency

City of Frederick

Division/Unit

Planning and Zoning

Item No	Description	Retention
,	Forest conservation annual report	Screen annually. Destroy material having no further fiscal legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Forest conservation – project plans	Screen annually. Destroy material having no further fiscal legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Violation correspondence and records	Retain adjudicated case for 10 years after closed, then destroy; retain all other cases for 5 years after case, then destroy; transfer all remaining documents to Permits and Codes Management

Approved by	Department,	Agency or	Division	Representative
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Date

Signature

Type Name ___

Charles W. Boyd

Title

Director of Planning

Schedule Authorized by State Archivist

Date

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Signatura

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-145

Page 2 of 3

	(CONTINUATION SHEET)	1 8
Item No	Description	Retention
4	Home Owner Association documents for city subdivisions	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	Comprehensive plan working maps	Retain until updated or superseded, then destroy
6	Monthly census report	Retain for 25 years, then destroy
7	Historical District Commission files – every case file for the Historic District Commission, applications, plats, drawings, photos, approval letters	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	Address assignment letters – new construction	Retain until updated or superseded, then destroy
9	Board of Zoning Appeals - applications, drawings, plats, photos	Permanent. Transfer periodically to the Maryland State Archives.
10	Zoning enforcement files – 1980-1988, current done at Permits	Retain adjudicated cases for 10 years after closed, then destroy; retain all other cases for 5 years after close, then destroy
t (Zoning ordinance review/maps – includes adaptation of zoning ordinance	Permanent. Transfer periodically to the Maryland State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-145

Page 3 of 3

Item No	Description	Retention
12	Minutes books	Permanent. Transfer periodically to the Maryland State Archives.
13	BZA files	Permanent. Transfer periodically to the Maryland State Archives.
14	Planning files – overflow planning files, drawings, plats, maps, fax cover sheets	Review and distribute to appropriate departments
15	Site plans, subdivision plans	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
16	Planning commission – Planning Commission files, final site plans, application, final site plans, property descriptions, plats, maps, correspondence	Permanent. Transfer periodically to the Maryland State Archives.
17	Text amendments – 1970-1973	Retain until updated or superseded, then destroy
18	Planning department chronological files	Retain for 5 years, then destroy
19	Planning commission/BZA/HDC - BZA/HDC reel to reel tapes, reel to reel tapes, HDC cassette tapes, BZA cassettes	If paper copy does not exist, then tapes are permanent. Transfer to the Maryland State Archives

Instructions - Type or print a separate form for each new or revised record series.	Department o	f 'g	PAGE _	<u>5</u> 0F <u>5</u>
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Instructions - Type or print a separate form for each new or revised record series.	Department of Planning		PAGE	<u>4</u> OF <u>4</u>
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19. Name and Title of Preparer Tee Adkins

(If yes, explain briefly and describe any hardware/software)

20. Telephone Number 301/694-1655

Index on paper map

document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

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DEFINITION - RECORD SERIES - A well as retention and disposition purpos		ds normally filed and u	sed as a unit f	or reference as
4. Record Series Title	^		5. Earliest Y	ear/Latest Year
Zoning Enforcem	real file	23	1980	0 to 1988
() 6. Record Series Description (Briefly d			orms found in	the series
Include the purpose or function of the se	ries.)		ornis round in	
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TONING ENTON				
Zoning Enforcem 1980-1988				٠,
Cruning dans of Permi	8 Record Series Fili	ng Sequence	9. Volume	
		ng boquonoo). · O.u	
Letter Size Microfilm	☐ Alphabetical		1	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical			☐ Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological		Number	Other (specify)
☐ Audio Tape ☐ Video Tape	□Geographical		10. Approxim	
☐ Other (specify)	Other (specify)		Accumul	iation □ File Drawer(s)
	, N			☐ Microfilm Reel(s)
	None			☐ Computer Tape(s)☐ Other (specify
				
11. File is Used		12. File Becomes Inac	tive After	
□Daily □Weekly □M	onthly	· .	☐ Month(s	s) 🛘 Year(s)
13. Current Location(s) (Bldg., Floor,	Room)	14. Is Record Series D	•	
A 11-	۸ ۸	(If yes, specify age	ency or Office	;)
Athic, City Ha		☐ Yes		□ No
15. Access Restrictions Yes No)	16. Audit Requiremen	ts	
(If Yes, cite Law(s) & Regulations(s)		None ☐ State	Enderel	☐ Independent
17.1.0		<i>T</i> ~ -		=
17. Is an Index System Used? (If yes, explain briefly and describe any h	nardware/software)	18. Recommended Rete	ntion Betain	agudecated
☐ Yes INO	•	18. Recommended Rete	Tan alex	the cases for
19. Name and Title of Preparer	20. Telephone N	lumber	21. Date	
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Gail King, Se	c, 301-6	, 4 - 1 7 7 7	aln	7410/3/4
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Instructions - Type of for each new or revi	or print a separate form sed record series	Department (of Mine		PAGI	4 OF 20
	504 / 000 / ta 50. 100.			-		
		Frederick, Ma	ryland 21701			
1. Position		2-D	ivision			
Gail	King, Secre	etary '	f) (ann	ing		
	RECORD SERIES - A g and disposition purpose		rds normally fil	ed and us	sed as a unit f	or reference as
· ·			. /		5. Earliest Y	ear/Latest Year
Zoning	Orden and	e Kevilu) / M\aps i	Þ	198	4 _{to} 1986
	Description (Briefly de		nformation/doc	uments/fo	orms found in	the series.
	ose or function of the se		 	$\overline{}$		
19996	Zoning Or.	dyance 7	ev, ow	and	المماا	And.
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7. Record Series	Format(s)	8. Record Series Fil	ling Sequence		9. Volume	
Letter Size	☐ Microfilm	□Alphabetical				File Drawer(s)
☐ Legal Size	☐Computer Tape	□Numerical			`)	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	☐Chronological			Number	Other (specify)
☐ Audio Tape	□ Video Tape	□Geographical			10. Approxim	,
☐ Other (specify)	•	Other (specify)			Accumul	ation ☐ File Drawer(s)
- Carles (Speedily)		,				☐ Microfilm Reel(s)
		NONE				☐ Computer Tape(s) ☐ Other (specify
						G Ganer (opcom)
11. File is Used			12. File Becon	mes Inact	tive After	1
□Daily	□Weekly □Mo	nthly		-	☐ Month(s	Year(s)
13. Current Loca	tion(s) (Bldg., Floor,	Room)	14. Is Record		•	1
AII	ic, City Ho	ul	(If yes, sp	ecity age	ncy or Office)
• • • • • • • • • • • • • • • • • • • •	ic, any	_	□ Y	es		□ No
	ictions Yes No		16. Audit Req	uirement	ts	
(If Yes, cite La	w(s) & Regulations(s)		None	☐ State	☐ Federal	☐ Independent
17. Is an Index Sys	stem Used?		18. Recommer			Turcal?
(If yes, explain	briefly and describe any h	ardware/software)	12		WW	
□ Yes No)		1			
19. Name and Ti	, -	20. Telephone	Number		21. Date	
Gail	King, Sec.	301-6	94-140	19	11-3	0-99
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1	r print a separate form	Department of	of	PAGE	5 OF 20
for each new or revi	sed record series.	Planni			
	_	1 10000	<u> </u>		
		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision		
Serve	taru		anning		
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	RECORD SERIES - A groand disposition purposes.		rds normally filed and us	sed as a unit fo	r reference as
4. Record Series				5. Earliest Ye	ar/Latest Year
Miny	tes Books			1960	to 1996
Include the purp	Description (Briefly descoose or function of the series	es.)			1
Minu	tes, Agada	Staff	Reports 0	anda	
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	,	newsad	icles, copyof	CR./rece	ept
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7. Record Series	Format(s) 8.	. Record Series Fil	ling Sequence	9. Volume	
Letter Size	☐ Microfilm	□Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical		21 .	Computer Tape(s)
Downd Book	E Floren Diele	TTO see als sized		Number (Other (specify)
☐ Bound Book	☐ Floppy Disk	⊞@fironological			Books
☐ Audio Tape	□ Video Tape	□Geographical		10. Approxim Accumula	
☐ Other (specify)		☐ Other (specify)		_	File Drawer(s)
				3 Books	Microfilm Reel(s) Computer Tape(s)
				Number	Other (specify
	•				LOther (specify Books
11. File is Used			12. File Becomes Inac	tive After	
□Daily	Weekly	thly		☐ Month(s)	☐ Year(s)
13. Current Loca	tion(s) (Bldg., Floor, R	oom)	14. Is Record Series D	uplicated Elsev	where?
r. I D	oom Basement	 -	(If yes, specify age	ency or Office)	
	,		☐ Yes		` p No
	ctions Yes No		16. Audit Requirement	ts	
(If Yes, cite La	w(s) & Regulations(s)		None 🗆 State	☐ Federal	☐ Independent
17. Is an Index Sys	tem Used?		18. Recommended Reter		
	briefly and describe any har	dware/software)	2	ſ	
Yes DEN			1 orei	Ter !	
19. Name and Ti	tle of Preparer	20. Telephone	Number	21. Date	
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SAIL	KING	301-6	94-1499	11-30	7-11

Instructions - Type of	or print a separate for	n Department o	of	PAC	JE 6 OF 20
for each new or revi		Plannis	9		
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		Frederick, Mar	ryland 21701		
1. Position		2. Di	vision		
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	RECORD SERIES	S - A group of related recorurposes.	ds normally filed	l and used as a unit	for reference as
4. Record Series				5. Earliest	Year/Latest Year
BZA	Files			1929	to 1979
6. Record Series	Description (Brie	efly describe the types of in	formation/docum	nents/forms found i	n the series.
	ose or function of				
02	• (. . 				
15-21	4 1 6				
7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
Letter Size	☐ Microfilm	□Alphabetical			☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size	☐Computer Tape	Numerical			☐ Computer Tape(s)
		,		Number	Other (specify)
☐ Bound Book	☐ Floppy Disk	□ Chronological			Byes
☐ Audio Tape	□ Video Tape	□Geographical			imate Annual
C Other (specify)		☐ Other (specify)		Accumi	ilation File Drawer(s)
Other (specify)		- Outer (specify)			☐ Microfilm Reel(s)
				?	☐ Computer Tape(s)
				Number	Other (specify
11. File is Used			12. File Become	es Inactive After	
□ Daily	□Weekly	□Monthly		☐ Month	(s) 🗆 Year(s)
13. Current Loca	tion(s) (Bldg., 1	Floor, Room)	14. Is Record Se	eries Duplicated El	sewhere?
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	A' N -	11.0	(If yes, spec	ify agency or Offic	e)
Attic	, City	Hall	☐ Yes		Ď(No
	ictions 🗆 Yes	•	16. Audit Requi	rements	
(If Yes, cite La	aw(s) & Regulations	(s)	None [□ State □ Federa	al 🗆 Independent
17. Is an Index Sys			18. Recommende	ed Retention	
(If yes, explain ☐ Yes 🐧 No		e any hardware/software)	Forevs		
	•			<i></i>	
19. Name and Ti	itle of Preparer	20. Telephone N	lumber	21. Dat	e
1 / A	<i>i f</i> .	301-694	1466	11 _ =	30-99
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Instructions - Type of	or print a separate form	Department	of	PAG	E 7 OF ZO
for each new or revi		Plann			
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		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision	· · · · · · · · · · · · · · · · · · ·	
Gail	King, Secre	ctary (Planning		
	RECORD SERIES - A g		rds normally filed and	used as a unit f	or reference as
well as retention 4. Record Series	and disposition purpose Title	s		5. Earliest Y	ear/Latest Year
	ring files			Mot	<u> </u>
	Description (Briefly de		nformation/documents/	forms found in	the series.
	ose or function of the ser	nes.)			
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) rawings	200.000	ets pre mote	μ	
	11.4	La over she	To Due (1)		
/: 	Leave	for own she	ears 1		
7. Record Series	Format(s)	Record Series Fi	ling Sequence	9. Volume	
Letter Size	☐ Microfilm	□Alphabetical			☐ File Drawer(s) ☐ Microfilm Reel(s)
□ Legal Size	□Computer Tape	□Numerical		2	Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Chronological		Number	B.Mes
☐ Audio Tape	□ Video Tape	□Geographical		10. Approxi	i i
☐ Other (specify)		Other (specify)			☐ File Drawer(s)
		No Och		7	☐ Microfilm Reel(s) ☐ Computer Tape(s)
					Other (specify
1. File is Used		<u></u>	12. File Becomes Ina	ictive After	
□Daily	□Weekly □Mo	nthly		☐ Month(s	s) 🗆 Year(s)
3. Current Loca	tion(s) (Bldg., Floor,	Room)	14. Is Record Series (If yes, specify a	-	
Attic	- City Ha	ll	☐ Yes	3 · · · · 3	_ No
15. Access Restri	ictions		16. Audit Requireme	nts	
(If Yes, cite La	w(s) & Regulations(s)		□ None □ Sta	te 🗆 Federal	☐ Independent
7. Is an Index Sys (If yes, explain ☐ Yes ☐ No	briefly and describe any ha	ardware/software)	18. Recommended Res	ention distribute	So approp de
19. Name and Ti	itle of Preparer	20. Telephone	Number	21. Date	
	King Sec.		94-1499	11-3	30-99
Jail	I Ling, Jel.	201-0	17-11	alan	10/2/11

	or print a separate form	Department o		PAC	GE 8 OF 20	.]
for each new or revi	ised record series.	Plan	79			
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		Frederick, Mar	yland 21701			
1. Position	1		vision			
P_{i}	laring Co	mmus in	Planning			
				used as a unit	for reference as	
well as retention	and disposition purpos	-				
4. Record Series		01.			Year/Latest Year	
Site.	Plans, Sub	Plans	•	190	5 to 1990	
	s Description (Briefly dose or function of the s		formation/documents/	forms found i	n the series.	
		-				Ī
- 1	Plans,	Subdivis	sion) lan	Z.		
5;te	p caks,		3 201 /	-		
7. Record Series	Format(s)	8. Record Series Fili	ing Sequence	9. Volume		
f			s soquenos	,	J	
Letter Size	☐ Microfilm	□ Alphabetical		12	File Drawer(s) Microfilm Reel(s)	
☐ Legal Size	□Computer Tape	Numerical		Number	☐ Computer Tape(s) ☐ Other (specify)	
☐ Bound Book	☐ Floppy Disk	Chronological		• • • • • • • • • • • • • • • • • • • •		
☐ Audio Tape	□ Video Tape	□Geographical			imate Annual	
☐ Other (specify)		☐ Other (specify)		Accum	llation ☐ File Drawer(s)	
				フ	☐ Microfilm Reel(s)	
				Number	☐ Computer Tape(s)☐ Other (specify	
11. File is Used			12. File Becomes Ina	ctive After		-
			12. The Decomes tha			
□ Daily	□Weekly □M	Ionthly	•	☐ Month	(s) Year(s)	
A .	ation(s) (Bldg., Floor		14. Is Record Series I (If yes, specify ag			
AH	1c - City	Hall	☐ Yes		19 NO	
	ictions 🗆 Yes 🖬 🕅	o	16. Audit Requireme	nts		
(If Yes, cite La	aw(s) & Regulations(s)		□ None □ Stat	e Screen annua	lly. Destroy material	having
17. Is an Index Sys	stem Used?		18; Recommended Ret	further fiscal,	legal or operational v	value. Re
	briefly and describe any	hardware/software)	Screen	document the	any material that serve origin, development	and
			J. V. W		ents of the departmen o the MD State Archi	
19. Name and T	•	20. Telephone N		,		1
Gail	King Sec	301-69	4-1499	9/1-30	0-99	
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Instructions - Type or print a separate form	Department	of ,	P.A	AGE 9 OF 20
for each new or revised record series.	Plan	ming	_ .	
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	Frederick, M	aryland 21701		
1. Position		Division		
GailKing, Sec.		Planning	; \	
DEFINITION - RECORD SERIES - A gr		ords normally fi	ed and used as a un	it for reference as
well as retention and disposition purposes 4. Record Series Title	·		5. Earlies	t Year/Latest Year
Planning Commis				70 to 1984
6. Record Series Description (Briefly des Include the purpose or function of the ser	cribe the types of i	information/doc	uments/forms found	in the series.
Planning Commapplication	LISSION S	files Fil	al Site	Plaas
consider	1	ano desc	on map	•
final site !	Ilans ;	Plast	Cones	ρ.
7. Record Series Format(s)	Record Series F	iling Sequence	9. Volum	e
Letter Size	□Alphabetical			☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	Numerical		21	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	☐ Chronological		Number	r Other (specify)
☐ Audio Tape ☐ Video Tape	□Geographical			eximate Annual nulation
☐ Other (specify)	☐ Other (specify)			☐ File Drawer(s) ☐ Microfilm Reel(s)
			Number	Computer Tape(s)
11. File is Used		12. File Beco	mes Inactive After	
□Daily □Weekly □Mor	nthly		_	th(s)
13. Current Location(s) (Bldg., Floor, I	Room)		Series Duplicated I	
		(If yes, sp	ecify agency or Off	ice)
Attic Gty H	-2200	□ Y	es	□ No
15. Access Restrictions Yes No		16. Audit Red	quirements	
(If Yes, cite Law(s) & Regulations(s)		None	☐ State ☐ Fede	eral 🗆 Independent
17. Is an Index System Used?		18. Recommen	nded Retention	
(If yes, explain briefly and describe any ha ☐ Yes No	rdware/software)		forev w	P
19. Name and Title of Preparer	20. Telephone	Number	21. Da	ate
Gail King, Sec.	301-69	14-1499	11-	-30-99

Instructions - Tune	or print a separate form	Department of	~£.	PAGE	10 OF 20
for each new or revi	•	Plan	ning	. TAGE	
				•	
		Frederick, Ma	ryland 21701		
1. Position	1		ivision		
	King, Seco		Planning		
	RECORD SERIES - A part and disposition purpose		rds normally filed and	used as a unit for	reference as
4. Record Series		<u>cs.</u>		5. Earliest Ye	ar/Latest Year
Tex	4 Amendme	ats		1970	to 1973
	s Description (Briefly description of the se		nformation/documents	s/forms found in t	he series.
	+ Amenda	nests 10	Î70- 1977		
1 ext	F ///	7)	
7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
Letter Size	☐ Microfilm	□Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical	·	2	Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Chronological		Number 🔀	Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxima	
☐ Other (specify)		☐ Other (specify)			File Drawer(s)
				_	Microfilm Reel(s) Computer Tape(s)
					Other (specify
11. File is Used			12. File Becomes In	active After	
	mwl.t	Samuel			~ Vaar(a)
□Daily	□Weekly □Mo	onthly		☐ Month(s)	☐ Year(s)
13. Current Loca		· ·	14. Is Record Series		vhere?
A	Hic, City	Hall	(If yes, specify a	igency or Office)	
, , , , , , , , , , , , , , , , , , ,	110,009	(,)	☐ Yes		ÞN0
	ictions)	16. Audit Requireme	ents	
(II Yes, cite La	aw(s) & Regulations(s)		None ☐ Sta	ate 🗆 Federal	☐ Independent
17. Is an Index Sys	stem Used?		18. Recommended Re	etention	
(If yes, explain ☐ Yes No	n briefly and describe any b	nardware/software)	Sale Mart	Until ey or supper 21. Date	odated
T			101 20 94	be supper	uded_
19. Name and Ti		20. Telephone l		•	
Gail Y	ling, Secret	ary 301-6	94-1499	8/07/11-3	10-99

						
	or print a separate form	Department (PAG	E <u>11</u> OF <u>20</u>
for each new or revi	sed record series.	Plan	ny			
						
		Frederick, Ma	ryland 21701			
1. Position	7	_2. D	ivision			
_ ^	5 - 6	1	× /			
Caux-r	ing Secre	ray	Plany	\mathcal{L}		
	RECORD SERIES - A g and disposition purpose		rds normally fi	led and use	d as a unit f	or reference as
4. Record Series					5. Earliest Y	ear/Latest Year
) () (anning D	ept. Chr	on Jiles		1980	0 to 1998
	Description (Briefly de ose or function of the se		nformation/doc	uments/for	ms found in	the series.
1 A hoo	in files /	980 VANS	FICE			
	,, ,, , ,	TO CHOO	7 1990			
7. Record Series	Format(s)	8. Record Series Fil	ling Sequence		9. Volume	
Letter Size	☐ Microfilm	□Alphabetical		ı	2	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical				Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Chronological			Number	Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		1	0. Approxi	mate Annual
Other (specify)		☐ Other (specify)			Accumu	☐ File Drawer(s)
		_				☐ Microfilm Reel(s)
						☐ Computer Tape(s)
					Number	☐ Other (specify
11. File is Used			12. File Beco	mes Inacti	ve After	
□Daily	□Weekly □Mo	onthiv			☐ Month(s	s) 🗆 Year(s)
		,,,,,,,,,,				, 3 :(-)
13. Current Loca	tion(s) (Bldg., Floor,	Room)	14. Is Record	Series Du	olicated Els	ewhere?
_			(If yes, sp	ecify agen	cy or Office	e)
A+	tic, City H	all				L/ _N
	· · · · · · · · · · · · · · · · · · ·		Y			No
15. Access Restri	1~		16. Audit Red	quirements		
(If Yes, cite La	w(s) & Regulations(s)		None	☐ State	☐ Federal	☐ Independent
17. Is an Index Sys	stem Used?		18. Recomme	nded Retent	ion	
	briefly and describe any h	ardware/software)	0	_	· /	
☐ Yes ☐ No)		1060	# x0	5 Y	
19. Name and T	itle of Preparer	20. Telephone	Number		21. Date	
1	, -	301-60		c	11-	30-59
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Instructions - Type or print a separate form for each new or revised record series.	Department Plana	of 1 19	_	PAGE	12 OF 20
					
	Frederick, Ma	ryland 21701			·
1. Position		ivision	 		
Gail King, Se	cretary T	Planni	ng		
DEFINITION - RECORD SERIES - A well as retention and disposition purpo		rds normally fi	led and use	ed as a unit fo	or reference as
4. Record Series Title	Λ	_			ear/Latest Year
L	g Commi				to 1993 Present
6. Record Series Description (Briefly of Include the purpose or function of the		nformation/doc	uments/for	ms found in	the series.
Planning Commi	ssien Co	isse He	Tapa	۵	
7. Record Series Format(s)	9 Dagged Corios Ei	ling Coguence		9. Volume	
7. Record Series Polinal(s)	8. Record Series Fi	ing Sequence		9. volume	
☐ Letter Size ☐ Microfilm	□Alphabetical				☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical				☐ Computer Tape(s) ☐-Other (specify)
☐ Bound Book ☐ Floppy Disk	Chronological			radilibei [Box.
☐ Audio Tape ☐ Video Tape	□Geographical		1	0. Approxim	
Other (specify)	☐ Other (specify)			_	☐ File Drawer(s) ☐ Microfilm Reel(s)
cassethe tapes				, , ,	☐ Computer Tape(s) ☐ Other (specify
11. File is Used		12. File Beco	mes Inacti	ve After	
□Daily □Weekly □M	Monthly			☐ Month(s)) 🗆 Year(s)
13. Current Location(s) (Bldg., Floo	r, Room)	14. Is Record (If yes, sp		plicated Else cy or Office)	
Attic, Gity Hall Basement		□ Y	es .		Þ(No
15. Access Restrictions Yes N	lo	16. Audit Red	quirements		
(If Yes, cite Law(s) & Regulations(s)		None	☐ State	☐ Federal	☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any ☐ Yes ☐ No	hardware/software)	18. Recomme	nded Retent	ion	
19. Name and Title of Preparer	20. Telephone	Number		21. Date	
Gail King Sec.	301-694	-1499		11-30	-99

NSTRUCTIONS - TYPE OIL PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI		
1. DEPARTMENTIAGENCY FOLIAGIA	DIVISION	3. UNIT		
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE / Apres / Be	el-to-Beel, Casse	5. EARLIEST YEAR / LATETEST YEAR TO 1994		
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)		
Planning Comme Board of Jane	org appeals stuc Commission			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME O File Orawer(s)		
teller Size D Microfilm	D Alphabetical	Microfilm Reel (s)		
to Legal Size to Computer Tape	to Numerical	Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronological	Number		
U Audio Tape U Video Tape	□ Geographical	10. ANNUAL ACCUMULATION		
O Other (Specify)	Olher (Specify)	Pile Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Notice.		
🗆 Daily 🖸 Weekly 🗅 Monibily	Number	Month(s) D Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floot, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (If yes, specify agency or office)		
De attached	O Yes	. D No		
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
O Yes, O No		Federal D Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware) U Yes U No	18. RECOMMENDED RETENTION not If paper Copy besist, to To Ynd State archives.	ten Japes out permanent. Isan		
19. NAME AND THE OF PROPARED.	20. TELEPHONE NUMBER	21. DATE 9/27 - 193/20		

Instructions - Type or print a separate form	Department	of	PAGE_	20 OF 20
for each new or revised record series.	Plana	ing		
	Frederick, Ma	aryland 21701		
1. Position	2. I	Division		
Gail King, Secr	o tare	Planning		ŀ
Sail 1479, 300	J .			·
DEFINITION - RECORD SERIES - A well as retention and disposition purposed		ords normally filed a	nd used as a unit for	reference as
4. Record Series Title	,		5. Earliest Yea	ar/Latest Year
BZA Cas	settes		1987	to 1994
6. Record Series Description (Briefly of Include the purpose or function of the s		nformation/documer	nts/forms found in th	ne series.
merade the purpose of function of the s	erics.)			
BZA ca	ssitte 4	600		
13 51.	,	~ Ce 450		
7. Record Series Format(s)	8. Record Series Fi	ling Sequence	9. Volume	
☐ Letter Size ☐ Microfilm	□Alphabetical			File Drawer(s)
La contra size	U/Aiphiaochean		, -	Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical		Number 4	Computer Tape(s) Other (specify)
☐ Bound Book ☐ Floppy Disk	Chronological		ramoer F	Bot
□ Audio Tape □ Video Tape	☐Geographical		10. Approxima	7
☐ Other (specify)	Other (specify)		Accumulati	File Drawer(s)
a cala (apasity)	_ outer (speemy)			Microfilm Reel(s)
				Computer Tape(s)
			Number 🗆	Other (specify
1. File is Used		12. File Becomes	Inactive After	
□Daily □Weekly □M	fonthly		☐ Month(s)	☐ Year(s)
3. Current Location(s) (Bldg., Floor	r. Room)	14. Is Record Seri	es Duplicated Elsew	here?
Attic, Cety Hall	.,,		agency or Office)	
HATE, Cely Hall		☐ Yes		₩No
5. Access Restrictions Yes N		16. Audit Require	ments	
(If Yes, cite Law(s) & Regulations(s)	U	,	шень	
		None 🗆	State Federal	☐ Independent
7. Is an Index System Used?		18. Recommended	Retention	
(If yes, explain briefly and describe any	hardware/software)	2]
□ Vec Nt No	······ - · · · · · · · · · · · · · · ·			ı
☐ Yes No	······································	,		
9. Name and Title of Preparer	20. Telephone	,	21. Date	

Instructions - Type of	r print a separate form	Department (of	PAC	SE 19 OF 20
for each new or revis	• •	Planni	19	_	· · <u></u>
		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision		
10.10	J. 5	1	Plani.		ĺ
al 7	King, Secre	Talig	ranci	٨	
	RECORD SERIES - A gand disposition purpose		rds normally fil	ed and used as a unit	for reference as
4. Record Series	Title			5. Earliest	Year/Latest Year
A	c Casse	He topis		198	17 to 1994
	Description (Briefly de ose or function of the se		nformation/doct	iments/forms found i	n the series.
1/2	DC Cass	· 16 fans			
1 /t	oc cass	ette Tapis			
7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
☐ Letter Size	☐ Microfilm	□Alphabetical		١	☐ File Drawer(s) ☐ Microfilm Reel(s)
□ Legal Size	□Computer Tape	□Numerical			Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Chronological		Number	Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approx Accumi	
☐ Other (specify)		☐ Other (specify)		·	☐ File Drawer(s) ☐ Microfilm Reel(s)
				♡ ′	☐ Computer Tape(s)
		·		Number	Other (specify
11. File is Used			12. File Becon	nes Inactive After	
□Daily	□Weekly □Mo	onthly		_	(s) 🗆 Year(s)
13. Current Locat	ion(s) (Bldg., Floor,	Room)		Series Duplicated El	
Attic	City Hall		(If yes, sp	ecify agency or Offic	:e)
,,,,,,	,		□ Y	es	₽No
15. Access Restri			16. Audit Req	uirements	
(If Yes, cite La	w(s) & Regulations(s)		None	☐ State ☐ Federa	al 🗆 Independent
17. Is an Index Syst			18. Recommen	ded Retention	
	briefly and describe any h	ardware/software)	?		
19. Name and Ti	tle of Preparer	20. Telephone l	Number	21. Dat	e
	1	_		00 11-	30-99
(Siail	King, Secre	tary 301.	-694-14	9/2	30-99

Instructions - Type or print a separate for each new or revised record series.	form Departmen	t of ni ng	PAGE_	18 OF 20
	Frederick, N	Maryland 21701		
1. Position	2.	Division		
	-a.c.a.ta	Planing		
Gail King, 5	Ecreman	1 mm		
DEFINITION - RECORD SER well as retention and disposition		cords normally filed and u	ised as a unit for	reference as
4. Record Series Title	1		5. Earliest Ye	ar/Latest Year
Teel +	to reel tops	L)	1968	to 1975
6. Record Series Description (Enclude the purpose or function		information/documents/i	forms found in t	he series.
BZA	reel to ree	l tapes		
7. Record Series Format(s)	8. Record Series I	Filing Sequence	9. Volume	
☐ Letter Size ☐ Microfilm	□Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□ Numerical			Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological		Number	Other (specify)
☐ Audio Tape ☐ Video Tape	□Geographical		10. Approxima	
☐ Other (specify)	☐ Other (specify))		File Drawer(s)
				Microfilm Reel(s)
 		-		Computer Tape(s) Other (specify
1. File is Used		12. File Becomes Inac	ctive After	
□Daily □Weekly	□Monthly		☐ Month(s)	☐ Year(s)
3. Current Location(s) (Bldg		14. Is Record Series I		here?
Attic City H	all	(If yes, specify ag	ency or Office)	,
		☐ Yes		ANO
5. Access Restrictions Yes	l l	16. Audit Requiremen	nts	
(If Yes, cite Law(s) & Regulation	ons(s)	None State	e □ Federal	☐ Independent
7. Is an Index System Used?		18. Recommended Rete	ention	
(If yes, explain briefly and desc ☐ Yes No	nbe any hardware/software)	?		
9. Name and Title of Preparer	-		21. Date	
Gail King, S	ecretary 30	1-694-1499	11-3	0-99

Instructions - Type of For each new or revi	or print a separate form sed record series.	Department Plana			PAGE	17 OF 20
			J	_ _	•	
		Frederick, Ma	aryland 21701			
1. Position	King, Secre		Division Plani	ng		
	RECORD SERIES - A	-	rds normally fil	ed and used a	s a unit for	reference as
4 D . 1 C . A.	and disposition purpose Title eel to Roo			5. 1		ar/Latest Year to 1986
	Description (Briefly de ose or function of the se		nformation/doc	iments/forms	found in t	ne series.
Ano	reel	to reel	topes			
1150			•			
7. Record Series	Format(a)	P. Donard Spring Fi	ling Coguence	0.3	Volume	
	. ,	8. Record Series Fi	ing Sequence	9.		
☐ Letter Size	☐ Microfilm	□Alphabetical			-	File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Bound Book	☐ Computer Tape ☐ Floppy Disk	□ Numerical □ Chronological				Computer Tape(s) Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical			Approxima Accumulat	
☐ Other (specify)		☐ Other (specify)				File Drawer(s) Microfilm Reel(s)
						Other (specify
1. File is Used			12. File Becon	nes Inactive	After	
□Daily	□Weekly □Mo	onthly			Month(s)	☐ Year(s)
•	tion(s) (Bldg., Floor, Cety Hall	Room)	14. Is Record (If yes, sp	Series Duplicecify agency		here?
,	V		□ Y	es		ANO
	ictions Yes No		16. Audit Rec	uirements		
(11 Tes, cite La	w(s) & Regulations(s)		None	☐ State] Federal	☐ Independent
7. Is an Index Sys (If yes, explain ☐ Yes N No	briefly and describe any h	ardware/software)	18. Recommer	ded Retention		
19. Name and T	itle of Preparer	20. Telephone	Number	 	21. Date	
	xing, secre			99	11-3	0-99

Instructions - Type or print a separate form	Department		PAGE /6 OF 20
for each new or revised record series.	Planai	74	
	Frederick, Ma	ryland 21701	
. Position	2. D	vivision	
Gail King, Seco	· a tarre	Planing	
Sail My, Jee			•
EFINITION - RECORD SERIES - A rell as retention and disposition purpo		rds normally filed and	used as a unit for reference as
Record Series Title	\		5. Earliest Year/Latest Year
Feel to 9	sel topes		1980 to 1986
. Record Series Description (Briefly nelude the purpose or function of the		nformation/documents	s/forms found in the series.
		BZA	
Planning Com	100 3 3 1 OK /		
9			
			·
Record Series Format(s)	8. Record Series Fi	ling Sequence	9. Volume
□ Letter Size □ Microfilm	□Alphabetical	•	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical		Computer Tape(s)
Bound Book	Chronological		Number Dother (specify)
Audio Tape 🔲 Video Tape	☐Geographical		10. Approximate Annual Accumulation
Other (specify)	☐ Other (specify)		☐ File Drawer(s)
			Microfilm Reel(s)
			' ☐ Computer Tape(s) Number ☐ Other (specify
. File is Used		12. File Becomes In	active After
□Daily □Weekly □	Monthly		☐ Month(s) ☐ Year(s)
3. Current Location(s) (Bldg., Floo	or, Room)		Duplicated Elsewhere?
Attic, City Hall		(If yes, specify a	gency or Office)
Ame, wy		☐ Yes	A.vo
. Access Restrictions Yes Yes	No.	16. Audit Requireme	ents
(If Yes, cite Law(s) & Regulations(s)		None Sta	ate 🗆 Federal 🗀 Independent
. Is an Index System Used?		18. Recommended Re	etention
(If yes, explain briefly and describe any Yes No	/ hardware/software)	?	
P. Name and Title of Preparer	20. Telephone	Number	21. Date
1	(, ,	11-30-99

Instructions - Type or print a separate form	Department	of	PAGE	15 OF 20
for each new or revised record series.	Plann	1/4		
	Frederick, Ma	aryland 21701		
1. Position Gail King, Secr		Division Planing		
DEFINITION - RECORD SERIES - A well as retention and disposition purpos		ords normally filed and u	ised as a unit for	r reference as
4. Record Series Title			5. Earliest Ye	ar/Latest Year
Keel to hee	Lapis		1975	to 1979
6. Record Series Description (Briefly d Include the purpose or function of the s		nformation/documents/f	orms found in t	he series.
	mussion	Tapes		
,		•		
7. Record Series Format(s)	8. Record Series Fi	ling Sequence	9. Volume	
☐ Letter Size ☐ Microfilm	□Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical			Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological		Number #	LOther (specify)
☐ Audio Tape ☐ Video Tape	□Geographical		10. Approxima	
Other (specify)	☐ Other (specify)			File Drawer(s) Microfilm Reel(s)
				Computer Tape(s)
			Number	Other (specify
1. File is Used		12. File Becomes Inac	tive After	
Daily Weekly M	onthly		☐ Month(s)	☐ Year(s)
3. Current Location(s) (Bldg., Floor	, Room)	14. Is Record Series D	•	vhere?
Attic, City Hall		(If yes, specify ago	ency or Office)	,
, , , , , , , , , , , , , , , , , , ,		□ Yes		No
15. Access Restrictions Yes No.) <u> </u>	16. Audit Requiremen	its	
(If Yes, cite Law(s) & Regulations(s)		None State	: Federal	☐ Independent
7. Is an Index System Used?		18. Recommended Rete	ntion	
(If yes, explain briefly and describe any ☐ Yes No	hardware/software)	?		
9. Name and Title of Preparer	20. Telephone		21. Date	
Gail King Secre	stary 301	-694-1499	11-3	0-99

				/
Instructions - Type or print a sepo for each new or revised record se		ent of	PAGE <u>/</u>	4 OF 20
	Frederick	Maryland 21701		
1. Position		2. Division		
Gail King,	Secretary	Planning		
	SERIES - A group of related	ecords normally filed and	dused as a unit for re	eference as
well as retention and dispos 4. Record Series Title ()			5. Earliest Year/	Latest Year
Ree to Ke	sel tapes		1980 to	1986
6. Record Series Description Include the purpose or func	on (Briefly describe the types tion of the series.)	of information/documents	s/forms found in the	series.
planning (20 mmission /	BZA taps	2.5	
7. Record Series Format(s)	8. Record Serie	s Filing Sequence	9. Volume	
☐ Letter Size ☐ Microfil	m			ile Drawer(s) iicrofilm Reel(s)
☐ Legal Size ☐Computer	Tape Numerical		<u> </u>	omputer Tape(s)
☐ Bound Book ☐ Floppy D	risk	al	Number D	ther (specify)
□ Audio Tape □ Video Ta	rape ☐Geographica	I	10. Approximate Accumulation	
☐ Other (specify)	☐ Other (speci	fy)	_	le Drawer(s) icrofilm Reel(s)
	<u></u>	_	Number O	omputer Tape(s) ther (specify
11. File is Used	······································	12. File Becomes In	active After	
□Daily □Weekly	□Monthly		☐ Month(s)	☐ Year(s)
13. Current Location(s) (in AHic, Cety	Bldg., Floor, Room)	14. Is Record Series (If yes, specify 2	Duplicated Elsewhongency or Office)	ere?
Arme, way		☐ Yes	<u> </u>	No
5. Access Restrictions	Yes No	16. Audit Requirem	ents	/
(If Yes, cite Law(s) & Reg	ulations(s)	None St	ate 🗆 Federal [□ Independent
7. Is an Index System Used? (If yes, explain briefly and Yes No	describe any hardware/software)	18. Recommended Re	etention	
19. Name and Title of Preparent	-		21. Date	
Gail King.	Secretary 3	01-694-1499	9/27 + 10	-99 /3/m

Instructions - Type of for each new or revi	or print a separate form ised record series.	Department (PAGE	13 OF 20
		Frederick, Ma	ryland 21701		
1. Position	King, Secre		ivision Planning		
	NECORD SERIES - A g		() rds normally filed and u	ised as a unit fo	r reference as
well as retention 4. Record Series	and disposition purpose	s.		5 Farliest Ye	ar/Latest Year
BZAI	Title Lee (± 35	l to feel reels por	tapes 6n)	_	to 1979
6. Record Series Include the purp	s Description (Briefly de ose or function of the ser	scribe the types of ir		forms found in t	he series.
reel	to real to	pes			
		•			
7. Record Series	Format(s)	8. Record Series Fil	ling Sequence	9. Volume	
	, ,		ang bequence		TELL Desuga(a)
☐ Letter Size	☐ Microfilm	□Alphabetical		1 =	File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical			Computer Tape(s) Other (specify)
□ Bound Book	☐ Floppy Disk	Chronological		,	BA
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxim	
☐ Other (specify)		☐ Other (specify)			File Drawer(s)
				-	Microfilm Reel(s) Computer Tape(s)
	•				Other (specify
11. File is Used			12. File Becomes Inac	ctive After	
□Daily	□Weekly □Mo	nthly		☐ Month(s)	☐ Year(s)
^	cition(s) (Bldg., Floor,	Room)	14. Is Record Series I (If yes, specify ag	•	vhere?
Princ,			☐ Yes		No
	ictions Yes No		16. Audit Requiremen	nts	
(If Yes, cite La	aw(s) & Regulations(s)		None State	e 🗆 Federal	☐ Independent
17. Is an Index Sys			18. Recommended Rete	ention	
(If yes, explain ☐ Yes \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	briefly and describe any h	ardware/software)	?		/
19. Name and T	-	20. Telephone l		21. Date	
Gail	King, Secre	tary 301.	-694-1499	9/27	+ 10/3/00